

**Kings County 4-H Council Agenda**  
**Tuesday March 5, 2024**  
**6:30 p.m.**

- **Call to Order** – President: Loretta Toledo
  - **Flag Salute and 4-H Pledge** -
  - **Secretary’s Report/Minutes** - Melanie Curtis
  - **Treasurers Report** - Lilly Pimentel
  - **Reports** –
    - All-Star Report
    - Ambassador Report
    - 4-H Staff Report
  - **Correspondence**
- 1. New Business**
    - a. Feaver & McCutcheon Scholarships- April 1<sup>st</sup>
    - b. Regional Presentation Day- April 13<sup>th</sup> Corcoran High School
    - c. Fashion Revue- April 20<sup>th</sup> Fresno County Fair Grounds
  - 2. Unfinished Business**
    - a. Food Olympics- March 16<sup>th</sup>
    - b. Presentation Day- March 16<sup>th</sup>
    - c. 4-H Fair- April 26<sup>th</sup>-27<sup>th</sup>
    - d. Constitution and By-Laws
  - 3. Announcements**
  - 4. Adjournment**
  - 5. Next Council Meeting April 2, 2024, at 6:30 p.m.**

## Kings County 4-H Council Minutes

Tuesday February 6, 2024

6:30 p.m.

- **Call to Order** – President – Loretta Toledo, called to order approximately 6:35 p.m. Members present: Loretta Toledo, James Sayles, Cobi Revious, Stephanie Fry, Lara Felipe, Madison Thomas, Jennifer Thomas, Melanie Curtis, Lilly Pimentel, Clare Curtis, Brittney Curtis. Staff present: Cayci Hill
- Flag Salute was led by Brittney Curtis and 4-H Pledge was led by Clare Curtis
- **Secretary's Report/Minutes** -Minutes approved as printed on a motion by Lilly Pimentel, seconded by Cobi Revious.
- **Treasurers Report** by Lilly Pimentel. Report approved on a motion by Clare Curtis, seconded by Cobi Revious.
- **Reports** –
  - All Star Report: The Leadership team will run a “Kids Kamp” from 9 a.m. to 3:00 p.m. on the Saturday of 4-H Fair for primary members and younger siblings of members. They will be recruiting additional older members to assist with the activities.
  - Ambassador Report: The Leadership Team will present a Demonstration on making ice cream in a bag, so that members can participate and have a treat on the Friday evening of the 4-H Fair. They will also be attending Farm Day on March 14<sup>th</sup> and leading Science Education demonstrations on making slime.
  - 4-H Staff Report: Cayci Hill presented her written report with upcoming State 4-H events and opportunities.
- **Correspondence** – Cayci presented a thank you card from Lilly Barcellos for Council's support of your Washington Focus trip.

### 1. New Business

- a. Mini Grant Applications
  - i. Corcoran 4-H Robotics: Motion to approve by Stephanie Fry, second by Lara Felipe, all in favor.
  - ii. Kings Harvest 4-H Livestock equipment: Motion to approve by Lilly Pimentel, second by Clare Curtis, all in favor.
- b. Constitution and By-Laws: Cayci presented two options for updated our constitution and by-laws, one for continuing County Council (which would pose a challenge as was don't have enough attended) and the other for a Management Board. Cayci asked everyone to review the options so we can discuss them at our next meeting.

## **2. Unfinished Business**

- a. Food Olympics & Presentation Day – information available online on our website, including entries. Entries are due on March 13<sup>th</sup>. Both events will be held at Corcoran High School in the Studio 315 building.
- b. 4-H Fair- will be on just Friday and Saturday, April 26 & 27. Friday night will be indoor exhibits, a pizza dinner and educational demonstrations/community service opportunities. Saturday will be all livestock and small animals. There will be a BBQ lunch. There will be a “Kids Kamp” on Saturday, educational presentations and possibly games. Cayci is working on the fair book now and hopes to have everything online next week. Older youth are needed for the presentations. Lilly Pimentel moved to add the Color Me Green funds to the 4-H Fair budget to help pay for the pizza dinner and BBQ lunch Motion was seconded by Stephanie Fry and approved unanimously.
- c. County Leadership Opportunities – possible due dates and interview dates were discussed. Council members advised Cayci to set a due date in July and interviews in August.

## **3. Announcements - None**

**4. Adjournment-** on a motion by Stephanie Fry, seconded by Lara Felipe, Loretta Toledo adjourned the meeting at 7:34 p.m.

**5. Next Council Meeting March 5, 2024, at 6:30 p.m.**



Kings County 4-H Clubs  
Current Fund Balances

As of June 30, 2024

	<u>Jun 30, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
4-H Council Checking	43,680.42
4-H Petty Cash	28.97
Total Checking/Savings	<u>43,709.39</u>
Total Current Assets	<u>43,709.39</u>
<b>TOTAL ASSETS</b>	<u><u>43,709.39</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
<b>DESIGNATED FUNDS</b>	
DF 358 · Ambassador Fundraiser	548.00
DF 356 Tractor Supply	5,469.99
DF 354 - Boswell Grant	20,168.59
DF 347 · All Star Workshop	336.93
DF 346 · Outreach	87.85
DF 344 · 4-H Prog Fee Waiver-Reduction	1,012.00
DF 301 · Advanced Citizenship	1,896.32
DF 304 · Dog Care	144.52
DF 311 · LCORT	55.00
DF 314 · Other	135.94
DF 319 · State Program Fee	-210.00
DF 320 · Supply Fund	431.18
Washington Focus Fundraising	
DF 322 · WA Focus General	150.00
DF 325 · 4-H Fair Concession	991.20
DF 327 · Presentation Day Concession	102.75
DF 330 · Western Classic & Rabbit Show	5,311.61
Total Washington Focus Fundraising	<u>6,555.56</u>
DF 333 · Shooting Sports	665.78
DF 335 · Nunes Memorial	430.00
DF 336 · State Fashion Revue	6.00
DF 342 · Land O Lakes Grant	274.78
DF 351 · Rev of Resp Color Me Green	1,995.00
DF 352 · Armona 4-H	356.79
DF 353 · Emerald Star	
DF 353.5 Wreaths Across America	70.63
DF 353.4 Jefferson Farm Day	3.19
DF 353.1 Cases for Kids	169.90
Total DF 353 · Emerald Star	<u>243.72</u>
Total DESIGNATED FUNDS	<u>40,603.95</u>
Total Equity	<u>40,603.95</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>40,603.95</u></u>



# Kings County 4-H Staff Report – Cayci Hill

## Leaders Council Meeting March 5, 2024

- ZSuite Update
  - Unit Leaders (CCLS or designated “Enrollment Coordinator”) can now approve enrollments in ZSuite
  - Enrollments will then be sent for county-level approval
- State Leadership Conference – UC Davis
  - Senior Members (14-19) Thursday July 25 – Sunday July 28
  - Intermediate Members (11-13) Friday July 26 – Sunday July 28
  - Volunteers
    - Teen Facilitators-senior 4-H youth who lead intermediate members
    - Program assistants- recent 4-H alumni to lead senior members
    - Chaperones- adult volunteers with at least 1 year experience
  - Tractor Supply – Scholarships
- Wyoming 4-H Virtual Career Night
  - Monday March 19<sup>th</sup> at 5 p.m. on Zoom
  - Variety of careers not only ag related learn what degrees or internships are recommended and what steps you can take in high school
- Tractor Supply Paper Clover Spring Campaign
  - April 24 – May 5
  - Outreach opportunity
  - Raises money for conferences
- 2024-2025 All-Star/Ambassador Applications Due July 10<sup>th</sup>
  - Eligibility Requirements: Must have completed at least 1 year of 4-H; Must be at least 14 years old by December 31, 2024; Must demonstrate leadership skills by having- 6 hours within a project, 40 hours of leadership roles, 30 hours of community service, 10 hours of public speaking, involvement in 4-H (events attended, recognitions, or record book), OR may gold a gold star ranking
  - Interviews first week of August
- Webinars
  - Emerald Star 1 & 2 (Intermediate or Senior Members)
    - Feb 28, Mar 7, Mar 14, or Mar 20 6:30-7:30 on Zoom
    - [Bit.ly/ESI\\_II\\_Webinar](https://bit.ly/ESI_II_Webinar)
  - Record Books – Historical, Sparks, Emerald and Impact Stars
    - Apr 2, 10, 18, 23 or May 1, 9, 14, 22 from 6:30-7:30 on Zoom
    - [Bit.ly/RB\\_Webinar\\_2024](https://bit.ly/RB_Webinar_2024)
- Online Workshop Series for 4-H Project Leaders
  - Learn about your role, responsibilities, lesson planning, making learning engaging, working with youth of all ages, and effective hands-on learning.

- The complete series is 4, 2-hour sessions offered Tuesdays, March 5, 12, 19, & 26 from 6:30-8:30pm
  - **Tuesday, March 5, 2024, 6:30pm - 8:30pm**  
Session 1: Best practices in youth development: Focusing on youth sparks, sense of belonging, and positive relationships with adults. (The 4-H Thriving Model of Positive Youth Development)
  - **Tuesday, March 12, 2024, 6:30pm - 8:30pm**  
Session 2: Learning in 4-H: Facilitating hands-on experiential education and planning your project.
  - **Tuesday, March 19, 2024, 6:30pm - 8:30pm**  
Session 3: Working With All Ages (from 5 to 18) and Abilities (The Ages and Stages of Youth Development)
  - **Tuesday, March 26, 2024, 6:30pm - 8:30pm**  
Session 4: Creating effective youth-adult partnerships & Working with youth leaders (Junior and Teen Leaders)
- Register at <https://bit.ly/4HPL2>
- Receive a name tag upon completion
- Important Dates this month
  - DHIA Outstanding Dairy Project Applications – March 8<sup>th</sup>
  - Food Olympics and Presentation Day – March 13<sup>th</sup> entries due, event March 16<sup>th</sup>
  - 4-H Fair Entries Due – April 1<sup>st</sup>
- Maternity Leave estimated March 18<sup>th</sup> to late May or early June
  - Dina (Kings County 4-H Office Assistant) will continue with weekly email updates and will work with Rochelle (Tulare 4-H) to help support the program/resolve any issues
- Inventory

Quantity	Item
4	4' Folding tables
Various	4-H Banners
2	4-H Spinning Wheels
1	4-H Tear Drop Sign
2	6' Folding Tables
1	6x8 Blue Tarp
1	Air Pump
2	Black Tablecloths
1	Box of Gunny Sacks
1	Box of Stomp Rocket Supplies
2	Boxes of Clipboards
2	Boxes of Color Me Run Supplies
2	Boxes of Robotics Supplies - Sphero

- 2 Card Tables (Old)
- 16 Easels
- 4 Flag Poles
- 2 Flag Stand Bases
- 2 Folding Carts
- Various Judging Day Class Example Boards
  - 1 Kings County 4-H Dairy Sign
  - 2 Kings County 4-H Tablecloths
  - 1 Large 4-H Flag with Stand
  - 1 Large American Flag with Stand
  - 2 Large Enrollment Banners (Downtown)
  - 1 Large Kings County 4-H Backdrop with Stand
  - 1 Large White Tarp
  - 2 Orange Igloos
- Various Outreach/Giveaway items
  - 1 PA System
  - 2 Pancake Dispensers
  - 1 Photo Backdrop Stand
  - 4 Plastic pitchers
  - 1 Portable Printer
  - 1 Projector
  - 2 Roasters
  - 1 Speaker - Doesn't hold charge, needs to be plugged in
  - 1 Telescope (XL)
- Various Thrive Activity Supplies
  - 1 Toaster Oven
  - 2 Tubs of Whites Exchanges Pants and Shirts
  - 2 White Tablecloths
- Misc Wooden Stands
  - 2 XL Tri fold Felt Boards (Blue)
- Various Yard signs



## LONG-TERM OUTCOMES



- Academic or Vocational Success
- Civic Engagement
- Employability & Economic Stability
- Happiness & Wellbeing

- Positive Academic Attitude
- Social Competence
- Personal Standards
- Connection with Others
- Personal Responsibility
- Contribution

## DEVELOPMENTAL OUTCOMES

(Positive Youth Development)

## YOUTH THRIVING

(Social, Emotional & Cognitive Learning)



- Growth Mindset
- Openness to Challenge & Discovery
- Hopeful Purpose
- Prosocial Orientation
- Transcendent Awareness
- Positive Emotions
- Goal Setting & Management

## DEVELOPMENTAL CONTEXT

(4-H Programs)

- Sparks
- Belonging
- Relationships
- Engagement



All language in the template is required and must be included as written, except where Optional is noted

## (COUNTY NAME) COUNTY 4-H COUNCIL CONSTITUTION

### Preamble

The University of California 4-H Youth Development Program (4-H YDP) creates supportive environments utilizing learn-by-doing educational experiences for culturally diverse youth and 4-H adult volunteers to reach their fullest potential. In support of this mission, the University of California 4-H YDP develops programs that:

- Are responsive to California's youth and families;
- Are inclusive and diverse;
- Are innovative and adaptable;
- Are accountable for their actions and resources;
- Are collaborative and team focused;
- Are honest, fair and equitable;
- Are respectful for the health and well-being of people, animals and the environment;
- Foster leadership and volunteerism in youth and 4-H adult volunteers;
- Develop skills that benefit youth throughout life;
- Build partnerships for programming and funding; and
- Use research-based knowledge and the Land Grant University System.

The 4-H organization includes the (County Name) 4-H Council and all subsidiary 4-H units. Through the 4-H organization, 4-H adult volunteers, 4-H members and University of California 4-H YDP personnel work together to extend the 4-H YDP to the youth of the county, and to set and achieve the goals of the county 4-H YDP. At the local level, the University of California 4-H YDP personnel and the County Director have final authority to ensure the University of California policy and 4-H YDP core values are adhered to.

### Article I Name and Scope

#### Section 1 – Name

- A. The name of this organization shall be the (County Name) County 4-H Council.

#### Section 2 – Scope



- A. The (County Name) County 4-H Council helps strengthen and grow the countywide 4-H YDP and is responsible to the UC 4-H YDP personnel and County Director for:
1. Oversight of the (County Name) County 4-H Council committees; and
  2. Handling of 4-H funds in support of the (County Name) County 4-H Council.

## Article II Purpose

### Section 1 – Purpose

- A. The (County Name) County 4-H Council is organized to:
1. Enable 4-H adult volunteer and youth volunteers to strengthen and grow the program with support from the (County Name) County 4-H Office.
- B. The (County Name) County 4-H Council and its committees will operate in compliance with University of California and 4-H YDP policies and the core values of the University of California 4-H YDP. Policy interpretations are made by 4-H YDP personnel, the (County Name) County 4-H Advisor, and County Director, who are authorized under federal and state statutes for organizing and administering the 4-H YDP in the State of California.

### Section 2 – Operation

- A. The (County Name) County 4-H Council shall operate as a tax-exempt, nonpolitical, educational activity of the University of California in furtherance of 4-H YDP work in (County Name) County.

## Article III Membership

### Section 1 – Introduction

- A. Membership on the County 4-H Council or its committees shall be open to all persons without regard to race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services.

### Section 2 – Limitations, Privileges and Responsibilities of 4-H Adult Volunteers

- A. 4-H adult volunteers shall be appointed by the University of California Cooperative Extension County Director following completion of the 4-H



application, screening and orientation process as well as any additional requirements. Such appointments are annually reviewed before renewal or termination by the Cooperative Extension county director.

- B. Appointed 4-H adult volunteers shall be regarded as agents of the University of California. As such, they shall be entitled to protection for actions relating to official 4-H activities and duties under the University's general liability and self-insurance program. This protection is in force as long as the 4-H adult volunteer's appointment is current, and they conform to and comply with the policies of the University of California 4-H YDP when engaging in activities in the course and scope of their duties. UC's general liability and self-insurance program does not cover members.

#### Article IV

#### 4-H Name and Emblem (RL)

##### Section 1 – Use

- A. All uses of the 4-H name or emblem shall be consistent with the educational purposes, character-building objectives and dignity of the 4-H organization.

##### Section 2 – Limits

- A. The 4-H name and emblem shall not be used if it exploits or might be construed to exploit the 4-H youth movement. This will hold true in the case of locally originated contests and awards, money-raising activities, printed materials, supplies to be sold or provided without charge and advertisements.

##### Section 3 – Authority

- A. By act of Congress, the Secretary of Agriculture, United States Department of Agriculture, is the final authority for authorization for the use of the name and emblem of 4-H youth work. In California, the Director of Cooperative Extension and the Statewide 4-H Director authorize the use of the 4-H name and emblem. State and local 4-H organizations shall operate within this authorization through the granting of a 4-H charter. Countywide plans for use of the 4-H name and emblem shall be cleared with the (County Name) County Director or appointed designee.

#### Article V

#### Nondiscrimination Statement (RL)

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University policy is intended to be consistent with the provisions of applicable State and Federal laws.

## Article VI District Councils (Optional Article)

### Section 1 – Purpose

- A. District or area 4-H Councils may be organized by the parent 4-H council in order to increase the effectiveness and to strengthen the unity of the 4--H YDP in the county.

Section 2 – Authority

- A. District councils shall operate under the same Constitution and Bylaws as those that govern the parent 4-H council. Each district council, to govern its action in situations that are not covered by the Constitution and Bylaws, may adopt rules and procedures that are also approved by the parent 4-H Council and county 4-H YDP personnel.

PRINT NAME	SIGNATURE	DATE
Click or tap here to enter text. _____	Click or tap here to enter text. _____	Click or tap to enter a date. _____
Council President		
Click or tap here to enter text. _____	Click or tap here to enter text. _____	Click or tap to enter a date. _____
Council Secretary		
Click or tap here to enter text. _____	Click or tap here to enter text. _____	Click or tap to enter a date. _____
4-H Community Education Specialist (CES)		
Click or tap here to enter text. _____	Click or tap here to enter text. _____	Click or tap to enter a date. _____
CES Supervisor		
Click or tap here to enter text. _____	Click or tap here to enter text. _____	Click or tap to enter a date. _____
Statewide 4-H Director		

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The sections indicated with an RL (Required Language) must be included as written in this template. The sections indicated with an RS (Required Section) indicate that the subject must be included but modifications to the template language are allowed. Within a RS section there may be RL.

## (COUNTY NAME) COUNTY 4-H COUNCIL BYLAWS

### Article I County 4-H Council (RL)

#### Section 1 – Purpose and Responsibilities (RL)

- A. The overall purpose of the (County Name) 4-H Council is to provide space for youth and adult volunteers to work in partnership with the University of California Cooperative Extension (UCCE) 4-H Youth Development Program (YDP) to grow the county 4-H YDP and improve 4-H programming.
- B. Working in partnership with 4-H YDP personnel, the (County Name) 4-H Council provides leadership for the development of a strategic plan that guides program and fund development efforts in the county 4-H YDP.

### Article II Membership (RL)

#### Section 1 – Committee Members (RL, substitute titles where appropriate)

- A. Membership in the (County Name) 4-H Council shall be active, ex-officio and honorary, and open to all persons without regard to race, color, national origin, religion, sex, gender, gender expression, identity, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service.

#### Section 2 – Active Membership (RL)

- A. All 4-H adult volunteers who are appointed by the County Director and actively serving in administrative, assistant, project or activity capacities in the promotion and operation of chartered 4-H Units of the 4-H YDP shall be active members of the (County Name) 4-H Council.

- B. Senior 4-H members shall be active members of the 4-H Council. All senior 4-H members participate as 4-H Council members with full council membership rights but shall not serve as 4-H adult volunteers or agents of the University of California.
- C. Members of county councils and council committees must be appointed 4-H adult volunteers or members in good standing.

### Section 3 – Ex-Officio Members (RL)

- A. The county director and 4-H YDP academics and staff serving the county shall be ex-officio members of the (County Name) 4-H Council. No designation shall be necessary.
- B. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote. Exception: Should a tie vote on any matter occur in the 4-H YDMB, Standing Committees or ad hoc Committees, the Ex-officio members are entitled to one collective vote to break the tie.

### Section 4 – Honorary Members

- A. Any person who is not an active or ex-officio member, and who has made an outstanding contribution to the 4-H YDP. Honorary membership shall be designated by the issuance of a certificate by the County 4-H Council and county director. Honorary members are not entitled to a vote.

### Section 5 – Terms (RS with RL maximum term limit language. Adjustments can be made for reduced term limits, but not more lengthy term limits.)

- A. Adult volunteers shall serve a two-year term.
- B. Youth shall serve a one-year term, with eligibility to be reappointed for one additional one-year term in the same office, without annual election.
- C. An office shall not be held by the same person for more than two consecutive years.
- D. Neither adult volunteer nor youth may serve for more than four years as an officer in any position.
- E. There must be at least a two-year period after the final term before additional service in any officer position.
- F. If a replacement officer position cannot be filled, the term may be extended for up to six months maximum, until a replacement is elected or appointed.
- G. After the six-month period, if no person is elected to the vacancy, the 4-H YDP personnel may appoint a person to the position until the next regular election is held.

## Article III 4-H Council Structure (RL)



### Section 1 – Officer Positions (RL with options for committee positions)

- A. The officers of the (County Name) 4-H Council shall consist of a President, Vice President(s), Secretary, Treasurer(s), Reporter/Historian and such others, as the 4-H Council deems necessary. These officers will make up the Executive Committee.
- B. Senior members who are at least 14 years old at the time of appointment may serve as officers, except that of Treasurer. Youth may hold the position of Youth Treasurer and will work in partnership with an adult volunteer Treasurer.
- C. Other officers either elected or appointed such as immediate past president, reporter, historian and organizational unit leader.
- D. The offices of secretary and treasurer may be combined into one office.
- E. At least 50% of officer positions must be filled by senior youth members. Youth officer roles must have unique responsibilities and may not be classified as a “member at-large”. Options for youth officer positions may include co-officer positions, such as Co-President (one youth, one adult volunteer), etc.
- F. Officers must be from at least four different 4-H Units. They are not “representatives” of their unit in these roles, rather this provides opportunity for diversity of thought.

### Section 2 – Duties of Officers

- A. Duties of each officer are outlined in a written role description which are signed by the officer at the beginning of each term.
- B. 4-H YDP personnel keep the original signed copy of the role description. The Secretary or Recording Secretary maintains signed copies of the role descriptions.
- C. Role descriptions are reviewed every two years and must align with state role description templates.

### Section 3 – Conducting by Executive Committee

- A. By majority vote of those present at a regular meeting, the 4-H Council will determine whether it will conduct business by Executive Committee for the current year. If it is so determined, the Executive Committee will consist of the 4-H Council officers of the current 4-H YDP program year (July 1<sup>st</sup>-June 30<sup>th</sup>), and as many additional active members as it deems necessary. Each member shall have one vote. The 4-H YDP personnel and county director shall be ex-officio members.
- B. Duties of Executive Committee

It shall be the duties of the Executive Committee to:

- Establish and maintain operating procedures for 4-H Council business.



- Consider and recommend to the county council practices or procedures needed for effective and efficient operations of the 4-H Council. After approved by the 4-H Council and 4-H YDP personnel, operating procedures should be recorded, revised, and accessible to the membership.
- The Executive Committee may be authorized to act for the 4-H Council in making decisions when immediate action relating to the local 4-H YDP program is necessary. Any major action of the Executive Committee should be subject to the approval of the 4-H Council at its next regular meeting, unless it was previously determined that the Executive Committee may conduct business and act on behalf of the Council. In this case, the Executive Committee must provide a report on the decision at the next regular Council meeting.
- The Executive Committee may convene their own meetings. They may assist the president in arranging the agenda for the 4-H Council meetings, the appointment of committees, and such other matters as may facilitate the orderly and efficient operation of the county 4-H Council.

#### C. Executive Committee Quorum

A quorum is 50% plus one of the members of Executive Committee. No meetings or business shall be transacted without a quorum.

### Article IV Elections (RL)

#### Section 1 – Nominations

- A. An ad hoc nominating committee shall be formed at least 6 months prior to annual elections.
- B. The nominating committee nominates officers of the 4-H Council and prepares the annual ballot.

#### Section 2 – Balloting for Officers

- A. Elections should be held at the end of the 4-H year or soon after the beginning of the new 4-H year. Balloting shall be limited to active members. The person receiving a plurality of the votes cast for each office shall be declared elected.
- B. The slate of officers is publicized at least 30 days prior to a publicized election date.
- C. Balloting must be in writing and may be conducted in person or digitally. Digital includes internet balloting tools, e.g. surveys, or other forms of digital voting. If conducted digitally, a system must be in place to eliminate double voting, the system must ensure only those eligible to vote are provided a ballot.
- D. Regardless of balloting type, write-in nominations are a required component of the ballot.

### Section 3 – Counting votes

- A. At least three nominating committee members count votes, including one 4-H YDP personnel, one adult volunteer, and one youth member.
- B. The nominating committee verifies elections results and announces the new officers.

## Article V Meetings (RS)

### Section 1 – Regular Meetings (RL RS)

- A. There will be at least one (1) regular meeting of the 4-H Council per program year (July 1<sup>st</sup> – June 30<sup>th</sup>). These meetings shall be held the (state day) of the month (specify month names as applicable), unless otherwise specified by two-thirds (2/3) vote of all units represented (one vote per unit).
- B. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of 4-H YDP personnel. (RL)

### Section 2 – Special Meetings (RL)

- A. The President, acting in concurrence with the 4-H YDP personnel, may call special meetings at any time.
- B. Special meetings must be publicized at least 10 days in advance.
- C. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of 4-H YDP personnel.

### Section 3 – Training Meetings (RL)

- A. No 4-H Council business shall be transacted at training meetings unless 4-H Council so directs with the approval of the 4-H YDP personnel.

### Section 4 – Meeting Notices (RL)

- A. Notices and the agenda of all meetings of the 4-H Council shall be provided to adult volunteers and senior members by or in conjunction with 4-H YDP personnel at least seven days prior to the meeting.

### Section 5 – Agenda (RL)

- A. The agenda of each regular or special meeting of the 4-H Council shall be prepared by the President in conjunction with the 4-H YDP personnel and may include participation from other Executive Committee members.



- B. The agenda should include an open forum item for people to address the 4-H Council on an item of interest that does not appear on the agenda. Items requiring action must be placed on a future agenda.
- C. Interested parties can request to have a specific item added to the agenda subject to approval by the Executive Committee and 4-H YDP personnel.

#### Section 6 – Attendance (RL)

- A. 4-H Council meetings are open to all 4-H members, adult volunteer volunteers, ex-officio members and those invited to participate under specific agenda items.
- B. Honorary members, parents and 4-H members who are not active members of the 4-H Council, and other invited and/or approved visitors may attend 4-H Council meetings and express opinions but shall not be entitled to vote.

#### Section 7 – Quorum for Council Regular and Special Meetings (RL)

- A. A quorum for regular and special meetings of the (County Name) 4-H Council shall consist of those active members who attend the meeting, provided the meeting has been properly called and unless otherwise noted in the bylaws. No meetings or business shall be transacted without a quorum.

#### Section 8 – Voting Members (RL)

- A. Voting privileges shall be extended to all active members of the (County Name) 4-H Council.

#### Section 9 – Parliamentary Procedure

- A. Democratic Rules of Order shall govern the meetings of the (County Name) 4-H Council.

### Article VI Relationships (RL)

#### Section 1 – Relationships (RL)

- A. The members of the (County Name) 4-H Council and any Standing or ad hoc Committees will work in partnership and in a collaborative spirit with one another and with the 4-H YDP personnel. The University of California Agriculture and Natural Resources (UCANR) 4-H Adult Volunteer Code of Conduct and the UCANR Principles of Community will guide the behavior and interactions of all members.
- B. The Standing and ad hoc Committees are responsible to the (County Name) 4-H Council, unless the committee is established by 4-H YDP personnel.



- C. The (County Name) 4-H Council members will communicate and coordinate with members of Standing and ad hoc Committees.
- D. (County Name) 4-H Council Executive Committee members may not serve concurrent positions on Standing or ad hoc Committees.
- E. County 4-H YDP personnel have final authority for the administration and operation of the county 4-H YDP.

## Article VII

### (County Name) 4-H Council Committees (RS)

#### Section 1 – Standing Committees (RL- changes to position roles as appropriate)

- A. Working in partnership with 4-H YDP personnel, either 4-H YDP personnel and/or the 4-H Council may establish standing committees. The following committees are required. Officers will coordinate and serve as chairpersons of these standing committees:
  1. The Treasurer will chair the Finance & Fund Development Committee (RL)
  2. The Vice President will chair the Expansion & Review Committee. At the time of the E&R meetings, if the VP position is vacant, the 4-H YDP personnel will convene meetings of the E&R Committee. (RL)
  3. <List other, administrative standing committees as needed>
  4. <List other, administrative standing committees as needed>
  5. <List other, administrative standing committees as needed>

#### Section 2 – Program Development Committees (RS, if PDCs are part of the (County Name) 4-H Council structure.)

- A. Program Development Committees (PDCs) should be Standing Committees that work in a specific 4-H programmatic content area.
- B. The PDCs of (County) 4-H Council are:
  - a. <bulleted list of established PDCs>
  - b. <bulleted list of established PDCs>
  - c. <bulleted list of established PDCs>
- C. Working in partnership with 4-H YDP personnel, the Executive Committee may name the chairperson of each PDC, with the approval of 4-H YDP 4-H personnel.
- D. 4-H Council Executive Committee members may not serve as chairs of PDCs during concurrent terms.
- E. Committee makeup will be at least 50% senior 4-H members. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.
- F. Members of committees must be 4-H members or adult volunteer volunteers appointed by the county director.
- G. The standing committees will be responsible for short- and long-range goal setting, planning and program implementation in its respective area of responsibility.



- H. Committees should keep the (County Name) 4-H Council informed by giving reports as to their plans, what they are doing and how they are functioning.

### Section 3 – Expansion & Review Committees (RL)

- A. A Standing Committee must be created to serve as the 4-H Expansion and Review (E&R Committee). This is a required committee of the (County Name) 4-H Council.
- B. The E&R Committee functions to help expand 4-H YDP opportunities for 4-H members and adult volunteers in a balanced manner that includes attention to criteria such as age, sex, locale (rural or urban), disability, minorities and varied needs and interests, to strengthen approaches to 4-H YDP delivery and to add quality to the educational process.
- C. The E&R Committee shall have authority to develop positive action plans and recommendations to assure balanced 4-H YDP expansion on a nondiscriminatory basis. The E&R Committee provides reports directly to the 4-H YDP personnel and the county director.
- D. The composition of the group should reflect the diversity of gender, ethnicity and ability/disability within the county and represent various geographic areas of the county with persons who know those communities well. Approximately one-third of the members should be senior 4-H members.
- E. The individuals charged with expansion and review must meet as a group at least twice per year.
- F. The annual responsibilities of the E&R Committee are to:
  - 1. Plan and implement an effective outreach program.
  - 2. Review geographic boundaries of 4-H units.
  - 3. Review one race units and the communities they serve.
  - 4. Review constitution and bylaws or operating procedures of 4-H units.
  - 5. Provide diversity training annually in partnership with 4-H YDP personnel.

### Section 4 – Ad hoc Committees (RL)

- A. Working in partnership with 4-H YDP personnel, either 4-H YDP personnel and/or the (County Name) 4-H Council can create and establish ad hoc Committees. Ad hoc Committees are responsible for the development and coordination of educational programs, events, activities, and training in the county 4-H YDP.
- B. Ad hoc Committees can be formed to address emerging issues and state-directed key issues.
- C. Working in partnership with 4-H YDP personnel, the Executive Committee may name the chairperson of each ad hoc committee, with the approval of 4-H YDP 4-H personnel.
- D. At least every five (5) years an ad hoc committee should be formed to work in partnership with the UCCE 4-H personnel to review and revise the overall



strategic plan that guides program and fund development efforts of the 4-H Council programs and activities.

- E. Ad hoc committees must be given clear, definite instructions about their duties or assignments, how long they are to take, parameters of their authority to act and to whom, and when and what they are to report.

#### Section 5 – Nominating Committee (RL)

- A. An ad hoc Nominating Committee must be appointed annually.
- B. Members of the Nominating Committee minimally must include one 4-H YDP personnel, one adult volunteer and one senior youth and ideally include up to two adult volunteer volunteers and two senior youth members.
- C. Nominating Committee members serve a short-term, six-month appointment. Members may not serve more than two consecutive appointments. There must be at least a three-year period after the second term before reappointment can be made to the same position.
- D. Specific role responsibilities are included in the Nominating Committee role description.
- E. A slate of officers must be presented in writing, to the (County Name) 4-H Council at least 30 days prior to an election.

#### Section 6 – Advisory and Sponsoring Committees (RL)

##### A. Purpose

Advisory and sponsoring committees, made up of friends and supporters of 4-H YDP work, may be organized to assist in developing new programs, and in financing and promotion of the county 4-H YDP.

##### B. Organization

Such committees may be organized by the (County Name) 4-H Council in accordance with the advice of 4-H YDP personnel or may be organized by 4-H YDP personnel for certain program purposes. When the 4-H YDP personnel organizes such committees, the 4-H Council shall be informed of the purpose, organization and composition. Such committees must conform to and follow all UC and 4-H YDP fundraising and other policies.

#### Section 7 – Committee Members (RL)

- A. Committee membership consists of either youth or adult volunteers serving on Committees of the 4-H YDMB, all committee members will work alongside 4-H staff personnel.
- B. 4-H adult volunteers must be or become adult volunteer volunteers who are appointed by the county director prior to service in any 4-H role.
- C. Youth must be enrolled in 4-H at the time of service.
- D. Committee makeup will be at least 50% senior 4-H members.

### Section 8 – Ex-Officio Members (RL)

- A. The county director and 4-H YDP personnel serving the county shall be ex-officio members of all committees. No designation shall be necessary.
- B. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote.

### Section 9 – Terms (RL)

- A. Standing Committee Chairs shall be appointed for up to two-year terms, and renewable for a second two-year term. There must be a two-year period after the second term before reappointment can be made to the same position.
- B. Ad hoc Committee chairs and members, by nature of an ad hoc Committees, shall function as short-term commitments. Appointments of the chair and committee members are made annually and renewable for up to two years.
- C. Ad hoc work that does not have a clear beginning and end, should be established as a Standing Committee.

### Section 10 – Regular Meetings (RS)

- A. Committee meetings will be scheduled as necessary.
- B. Training may occur during or outside of regular meetings of the committee.
- C. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.

### Section 11 – Special Meetings (RL)

- A. Special meetings may be called at any time by the Committee Chair, in concurrence with the 4-H YDP staff.
- B. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of 4-H YDP personnel.

### Section 12 – Agendas (RL)

- A. The agenda of each regular or special meeting of the committee shall be prepared by the Committee Chair in collaboration with the 4-H YDP personnel.

### Section 13 – Attendance (RL)

- A. Committee meetings are only open to committee members, ex-officio members and those invited to participate who have a specific contribution to make to the proceedings.



- B. No meetings of the committee or its sub committees shall be secret.

#### Section 14 – Voting Members (RL)

- A. Committee members each have one vote on committee business.
- B. Committees may determine their decision-making process. They may choose to use consensus to make decisions or Democratic Rules of Order.

### Article VIII Finances (RS)

#### Section 1 – 4-H Youth Development Funds (RL)

- A. Use of 4-H funds must be in accordance with the University of California and 4-H YDP policies and 4-H YDP mission and core values as interpreted by the 4-H YDP personnel. The county UCCE/4-H office will be the legal mailing address for the county (County Name) 4-H Council.

#### Section 2 – Money-Raising Activities (RL)

- A. All money-raising and in-kind donation activities for the 4-H YDP, for sub-committees and for individual 4-H units shall be in compliance with the policies of the University of California, 4-H YDP and federal, state and local laws and regulations. All fundraising activities must be approved by the county director or their designee. Particular care shall be exercised in the use of the 4-H name and emblem. Use of the 4-H name and emblem on articles sold for profit and in solicitations for commercial enterprises in the name of the 4-H YDP must be approved by the county director or State 4-H YDP Director, as appropriate. Lotteries, raffles and other games of chance shall not be used for fundraising purposes.

#### Section 3 – Contracts (RL)

- A. The (County Name) 4-H Council cannot commit the University to any contractual obligations. All funding proposals and goods and services requiring contracts must be processed in accordance with University policies and approved by the county director.

#### Section 4 – Assets (RL)

- A. Assets received or raised by the (County Name) 4-H Council must be utilized in the delivery of the county 4-H YDP in a timely fashion and are under the administrative purview and responsibility of the University of California.

Investments must follow University of California and 4-H YDP policies and procedures and be approved by the county director.

#### Section 5 – Dissolution of the (County Name) 4-H Council (RL)

- A. In the event the (County Name) 4-H Council is dissolved, all assets (including equipment, property, bank accounts, etc.) are the responsibility of the University of California and shall be transferred to the county director. The county director will hold any unrestricted assets in escrow for up to three (3) years pending re-establishment of the (County Name) 4-H Council and may distribute the assets for support of the county 4-H YDP. Restricted assets would continue to be dispersed according to donor designations under the oversight of the county director. The (County Name) 4-H Council Executive Team will notify the county 4-H YDP personnel who will submit a Request for Unit Change Form to the State 4-H Office at the time the (County Name) 4-H Council votes to dissolve.

#### Section 6 – Disbanding of 4-H Units (RL)

- A. In the event a chartered 4-H unit is disbanded, all assets (including equipment, property, bank accounts, etc.) shall be transferred to the (County Name) 4-H Council to be held in escrow for three (3) years pending re-establishment of the unit before distributing the assets for support of the county 4-H YDP.

### Article IX Adoption (RS)

#### Section 1 – Adoption (RL)

- A. The adoption of these Bylaws shall be concurrent with the adoption of the Constitution of the (County Name) 4-H Council. The effective date shall be upon the approval of the (County Name) 4-H Council and that date shall be stamped on each page of the Bylaws.



PRINT NAME	SIGNATURE	DATE
Click or tap here to enter text. _____ President	Click or tap here to enter text. _____	_____
Click or tap here to enter text. _____ Secretary	Click or tap here to enter text. Click or tap to enter a date. _____	_____
Click or tap here to enter text. _____ 4-H Community Education Specialist (CES)	Click or tap here to enter text. Click or tap to enter a date. _____	_____
Click or tap here to enter text. _____ 4-H CES Supervisor	Click or tap here to enter text. Click or tap to enter a date. _____	_____
Click or tap here to enter text. _____ Statewide 4-H Director	_____	_____

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**UNIVERSITY OF CALIFORNIA  
(COUNTY NAME) COUNTY  
4-H YOUTH DEVELOPMENT MANAGEMENT BOARD CONSTITUTION**

Preamble

The University of California 4-H Youth Development Program (4-H YDP) creates supportive environments utilizing learn-by-doing educational experiences for culturally diverse youth and adults to reach their fullest potential. In support of this mission, the University of California 4-H YDP develops programs that:

- Are responsive to California's youth and families;
- Are inclusive and diverse;
- Are innovative and adaptable;
- Are accountable for their actions and resources;
- Are collaborative and team focused;
- Are honest, fair and equitable;
- Are respectful for the health and well-being of people, animals and the environment;
- Foster leadership and volunteerism in youth and adults;
- Develop skills that benefit youth throughout life;
- Build partnerships for programming and funding; and
- Use research-based knowledge and the Land Grant University System.

The 4-H organization includes the (County Name) 4-H Management Board and all subsidiary 4-H units. Through the 4-H organization, 4-H adult volunteers, 4-H members and University of California 4-H YDP staff work together to extend the 4-H YDP to the youth of the county, and to set and achieve the goals of the county 4-H YDP. At the local level, the University of California 4-H YDP staff and the County Director have final authority to ensure the University of California policy and 4-H YDP core values are adhered to.

Article I  
Name and Scope

Section 1 – Name

- A. The name of this organization shall be the (County Name) County 4-H Management Board.

Section 2 – Scope



- A. The (County Name) County 4-H Management Board helps strengthen and grow the countywide 4-H YDP and is responsible to the UC 4-H YDP staff and County Director for:
1. Oversight of the (County Name) County 4-H Management Board committees; and
  2. Handling of 4-H funds in support of the (County Name) County 4-H Management Board.

## Article II Purpose

### Section 1 – Purpose

- A. The (County Name) County 4-H Management Board is organized to:
1. Enable adult and youth volunteers to strengthen and grow the program with support from the (County Name) County 4-H Office.
  2. Provide leadership for Board programming and ensure alignment with countywide goals and priorities;
  3. Manage funds for efforts under the purview of the Board.
- B. The (County Name) County 4-H Management Board and its committees will operate in compliance with University of California and 4-H YDP policies and the core values of the University of California 4-H YDP. Policy interpretations are made by 4-H YDP staff, the (County Name) County 4-H Advisor, and County Director, who are authorized under federal and state statutes for organizing and administering the 4-H YDP in the State of California.

### Section 2 – Operation

- A. The (County Name) County 4-H Management Board shall operate as a tax-exempt, nonpolitical, educational activity of the University of California in furtherance of 4-H YDP work in (County Name) County.

## Article III Membership

### Section 1 – Introduction

- A. Membership on the Management Board or its committees shall be open to all persons without regard to race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services.

## Section 2 – Limitations, Privileges and Responsibilities of 4-H Adult Volunteers

- A. Adult volunteers shall be appointed by the University of California Cooperative Extension County Director following completion of the 4-H application, screening and orientation process as well as any additional requirements. Such appointments are annually reviewed before renewal or termination by the Cooperative Extension county director.
- B. Appointed 4-H adult volunteers shall be regarded as agents of the University of California. As such, they shall be entitled to protection for actions relating to official 4-H activities and duties under the University's general liability and self-insurance program. This protection is in force as long as the 4-H adult volunteer's appointment is current, and they conform to and comply with the policies of the University of California 4-H YDP when engaging in activities in the course and scope of their duties. UC's general liability and self-insurance program does not cover members.

### Article IV 4-H Name and Emblem

#### Section 1 – Use

- A. All uses of the 4-H name or emblem shall be consistent with the educational purposes, character-building objectives and dignity of the 4-H organization.

#### Section 2 – Limits

- A. The 4-H name and emblem shall not be used if it exploits or might be construed to exploit the 4-H youth movement. This will hold true in the case of locally originated contests and awards, money-raising activities, printed materials, supplies to be sold or provided without charge and advertisements.

#### Section 3 – Authority

- A. By act of Congress, the Secretary of Agriculture, United States Department of Agriculture, is the final authority for authorization for the use of the name and emblem of 4-H youth work. In California, the Director of Cooperative Extension and the Statewide 4-H Director authorize the use of the 4-H name and emblem. State and local 4-H organizations shall operate within this authorization through the granting of a 4-H charter. Countywide plans for use of the 4-H name and emblem shall be cleared with the (County Name) County Director or appointed designee.

### Article V Nondiscrimination Statement



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University policy is intended to be consistent with the provisions of applicable State and Federal laws.

PRINT NAME

SIGNATURE

DATE

\_\_\_\_\_  
Executive Team Member \*Adult

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Executive Team Member \*Adult

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Executive Team Member \*Youth

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Community Education Specialist

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4-H/YFC Advisor

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\_\_\_\_\_  
County Director

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\_\_\_\_\_  
Statewide 4-H Director

\_\_\_\_\_

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The sections indicated with an RL (Required Language) must be included as written in this template. The sections indicated with an RS (Required Section) indicate that the subject must be included but modifications to the template language are allowed. Within a RS section there may be RL.

**UNIVERSITY OF CALIFORNIA  
(COUNTY NAME) COUNTY  
4-H YOUTH DEVELOPMENT MANAGEMENT BOARD BYLAWS**

**Article I**

**4-H Youth Development Management Board (RL)**

**Section 1 – Purpose and Responsibilities (RL)**

- A. The overall purpose of the 4-H Youth Development Management Board (YDMB) is to provide space for youth and 4-H adult volunteers to work in partnership with the University of California Cooperative Extension (UCCE) 4-H Youth Development Program (YDP) to grow the county 4-H YDP and improve 4-H programming.
- B. Working in partnership with 4-H YDP personnel, the YDMB provides leadership for the development of a strategic plan that guides program and fund development efforts in the county 4-H YDP.

**Article II**

**Membership (RS)**

**Section 1 – Committee Members (RL, substitute titles where appropriate)**

- A. YDMB membership consists of an Executive Team of four (4) working alongside 4-H UCCE personnel, and a variable number of Directors.
- B. Two members of the Executive Team must be 4-H youth members who are at least 14 years old at the time of their appointment.
- C. All Executive Team and Director positions must be filled through an application and selection process.
- D. Executive Team members and Directors must be or become enrolled 4-H members or 4-H adult volunteers who are appointed as such by their county director.
- E. All Executive Team members and Directors, including both youth and 4-H adult volunteers, are equal members working in partnership to fulfill the purpose and responsibilities of the county 4-H Management Board.

**Section 2 – Ex-Officio Members (RL)**

- A. The county director and 4-H YDP academics and 4-H YDP personnel serving the county shall be ex-officio members of the 4-H YDMB. No designation shall be necessary.
- B. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote.

### Section 3 – Recruitment and Selection (RL)

- A. Recruitment for open positions due to term completion will be conducted as a call for applications. Positions will be publicized through the 4-H newsletter and may additionally be publicized through methods including print/electronic media, social media, outside organizations and newsletters, letters to 4-H adult volunteers and members, telephone calls, and personal contacts. Positions will be filled no sooner than 30 days after being communicated to the 4-H community.
- B. Committee members will be selected by an interview panel made up of at least three individuals: 1) an Executive Team member, 2) a YDMB Director and 3) 4-H YDP personnel. Those applying for positions may not be on the interview panel.
- C. The County Director or their designee reviews and approves appointments to Executive Team and Director positions. In the cases of vacancies not due to term completion, the Executive Team and/or the County Director or their designee may recruit members outside the open recruitment pool of candidates. Recommendations are made to the County Director or their designee for approval.

### Section 4 – Terms (RS with RL maximum term limit language. Adjustments can be made for reduced term limits, but not more lengthy term limits.)

- A. 4-H adult volunteers shall serve a two-year term, with eligibility to apply for reappointment to a second, two-year term. Youth shall serve a one-year term, with eligibility to be reappointed for up to three, additional one-year terms, without annual reapplication. Members may not serve in any position for more than four years total. There must be at least a one-year period after the final term before reappointment can be made to serve in any position. If a replacement cannot be found the term may be extended until a replacement is selected.
- B. Terms of Adult Directors will be staggered so that the committee will not consist of all new directors at any time (except for the initial committee). Approximately one-half of the initial committee members will begin with a one-year term and the others will begin with two-year terms.

## Article III 4-H YDMB Structure (RS)



## Section 1 – Positions (RL with options for committee positions)

- A. The YDMB consists of the following positions:
  - 1. Executive Team (2 Adults and 2 Youth)
  - 2. Finance Director I
  - 3. Finance Director II
  - 4. 4-H Board Director
  - 5. 4-H Board Director
  - 6. 4-H Board Director
  - 7. 4-H Board Director

Within the director team, there must be a Finance Director I who must be an adult volunteer. The Finance Director II position can be held by a youth member.

- B. Senior members who are 14 years old by the time of their appointment may hold Executive Team and Director positions, except for Finance Director I.
- C. Duties of each Director are outlined in the respective role description.
- D. Role descriptions are written, revised and approved by the 4-H YDMB in partnership with UCCE 4-H personnel.
- E. Members of the Executive Team must be from at least three different 4-H Units. They are not “representatives” of their unit in these roles, rather this provides opportunity for diversity of thought.
- F. Directors of the Management Board must be from at least four different 4-H Units.

## Article IV 4-H YDMB Meetings (RS)

### Section 1 – Regular Meetings (RS)

- A. The committee will have at least four (4) regularly scheduled meetings per year. At least one meeting will be a joint meeting with the 4-H PDC for program planning and budget coordination.

### Section 2 – Special Meetings (RL)

- A. Special meetings may be called at any time by the Executive Team, in concurrence with the 4-H YDP personnel.

### Section 3 – Agenda (RL)

- A. The agenda of each regular or special meeting of the committee shall be prepared in conjunction with the UCCE 4-H personnel.
- B. The agenda should include an open forum item for people to address the committee on an item of interest that does not appear on the agenda. Items requiring action must be placed on a future agenda.

- C. Interested parties can request to have a specific item added to the agenda subject to approval by the Executive Team.

#### Section 4 – Attendance (RL)

- A. Committee meetings are open to all 4-H members, 4-H adult volunteers, ex-officio members and those invited to participate under specific agenda items.
- B. 4-H members and adult volunteers may be acknowledged by the leader of the meeting to express opinions but shall not be entitled to vote.
- C. No meetings of the committee or its related sub-committees shall be secret.

#### Section 5 – Quorum for Regular and Special Meetings (RL)

- A. A quorum for YDMB meetings will be met by 50% plus one of the committee members appointed. No meetings or business shall be transacted without a quorum.

#### Section 6 – Voting Members (RL)

- A. Committee members are the only voting members of the 4-H YDMB. Committee members include the Executive Team and all Directors.

#### Section 7 – Parliamentary Procedure

Democratic Rules of Order shall govern the meetings of the County 4-H YDMB.

### Article V Relationships (RS)

#### Section 1 – Relationships (RL)

- A. The members of the 4-H YDMB and any Standing or ad hoc committees will work in partnership and in a collaborative spirit with one another and with the 4-H YDP personnel. The University of California Agriculture and Natural Resources (UCANR) 4-H Adult Volunteer Code of Conduct and the UCANR Principles of Community will guide the behavior and interactions of all members.
- B. The ad hoc committees are responsible to the YDMB. The YDMB members will communicate and coordinate with members of ad hoc Committees whenever such communication and coordination will benefit the county 4-H YDP.
- C. 4-H YDMB Board Members may serve concurrent positions on ad hoc Committees.
- D. County 4-H YDP personnel have final authority for the administration and operation of the county 4-H YDP.

### Article VI



(County Name) 4-H YDMB Committees (RS)

Section 1 – Standing Committees (RL- changes to position roles as appropriate)

- A. Working in partnership with 4-H YDP personnel, either 4-H YDP personnel and/or the 4-H YDMB may establish standing committees. The following committees are required. Directors will coordinate and serve as chairpersons of these standing committees:
1. The Treasurer will chair the Finance & Fund Development Committee (RL)
  2. The Vice President will chair the Expansion & Review Committee. At the time of the E&R meetings, if the VP position is vacant, the 4-H YDP personnel will convene meetings of the E&R Committee. (RL)
  3. <List other, administrative standing committees as needed>

Section 2 – Program Development Committees (RS if PDCs are part of the (County) 4-H YDMB structure.)

- A. Program Development Committees (PDCs) should be Standing Committees that work in a specific 4-H programmatic content area.
- B. The PDCs of (County) 4-H YDMB are:
- a. <bulleted list of established PDCs>
- C. Working in partnership with 4-H YDP personnel, the Executive Committee may name the chairperson of each PDC, with the approval of 4-H YDP 4-H personnel.
- D. 4-H YDMB Executive Committee members may not serve as chairs of PDCs during concurrent terms.
- E. Committee makeup will be at least 50% senior 4-H members. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.
- F. Members of committees must be 4-H members or 4-H adult volunteers appointed by the county director.
- G. The standing committees will be responsible for short- and long-range goal setting, planning and program implementation in its respective area of responsibility.
- H. Committees should keep the (County Name) 4-H YDMB informed by giving reports as to their plans, what they are doing and how they are functioning.

Section 3 – Expansion & Review Committees (RL)

- A. A Standing Committee must be created to serve as the 4-H Expansion and Review (E&R Committee). This is a required committee of the (County Name) 4-H YDMB.
- B. The E&R Committee functions to help expand 4-H YDP opportunities for 4-H members and adult volunteers in a balanced manner that includes attention to criteria such as age, sex, locale (rural or urban), disability, minorities and varied needs and interests, to strengthen approaches to 4-H YDP delivery and to add quality to the educational process.



- C. The E&R Committee shall have authority to develop positive action plans and recommendations to assure balanced 4-H YDP expansion on a nondiscriminatory basis. The E&R Committee provides reports directly to the 4-H YDP personnel and the county director.
- D. The composition of the group should reflect the diversity of gender, ethnicity and ability/disability within the county and represent various geographic areas of the county with persons who know those communities well. Approximately one-third of the members should be senior 4-H members.
- E. The individuals charged with expansion and review must meet as a group at least twice per year.
- F. The annual responsibilities of the E&R Committee are to:
  - 1. Plan and implement an effective outreach program.
  - 2. Review geographic boundaries of 4-H units.
  - 3. Review one race units and the communities they serve.
  - 4. Review constitution and bylaws or operating procedures of 4-H units.
  - 5. Provide diversity training annually in partnership with 4-H YDP personnel.

#### Section 4 – Ad hoc Committees (RL)

- A. Working in partnership with 4-H YDP personnel, either 4-H YDP personnel and/or the (County Name) 4-H YDMB can create and establish ad hoc Committees. Ad hoc Committees are responsible for the development and coordination of educational programs, events, activities, and training in the county 4-H YDP.
- B. Ad hoc Committees can be formed to address emerging issues and state-directed key issues.
- C. Working in partnership with 4-H YDP personnel, the Executive Committee may name the chairperson of each ad hoc committee, with the approval of 4-H YDP 4-H personnel.
- D. At least every five (5) years an ad hoc committee should be formed to work in partnership with the UCCE 4-H personnel to review and revise the overall strategic plan that guides program and fund development efforts of the 4-H YDMB programs and activities.
- E. Ad hoc committees must be given clear, definite instructions about their duties or assignments, how long they are to take, parameters of their authority to act and to whom, and when and what they are to report.

#### Section 5 – Advisory and Sponsoring Committees (RL)

##### A. Purpose

Advisory and sponsoring committees, made up of friends and supporters of 4-H YDP work, may be organized to assist in developing new programs, and in financing and promotion of the county 4-H YDP.



### B. Organization

Such committees may be organized by the (County Name) 4-H YDMB in accordance with the advice of 4-H YDP personnel or may be organized by 4-H YDP personnel for certain program purposes. When the 4-H YDP personnel organizes such committees, the 4-H YDMB shall be informed of the purpose, organization and composition. Such committees must conform to and follow all UC and 4-H YDP fundraising and other policies.

## Section 6 – Committee Members (RL)

- A. Committee membership consists of either youth or adult volunteers serving on Committees of the 4-H YDMB, all committee members will work alongside 4-H YDP personnel.
- B. 4-H adult volunteers must be or become adult volunteer volunteers who are appointed by the county director prior to service in any 4-H role.
- C. Youth must be enrolled in 4-H at the time of service.
- D. Committee makeup will be at least 50% senior 4-H members.

## Section 7 – Ex-Officio Members (RL)

- A. The county director and 4-H YDP personnel serving the county shall be ex-officio members of all committees. No designation shall be necessary.
- B. Ex-officio members shall have the right to express opinions on any matters under discussion but shall not be entitled to a vote.

## Section 8 – Terms (RL)

- A. Standing Committee Chairs shall be appointed for up to two-year terms, and renewable for a second two-year term. There must be a two-year period after the second term before reappointment can be made to the same position.
- B. Ad hoc Committee chairs and members, by nature of an ad hoc Committees, shall function as short-term commitments. Appointments of the chair and committee members are made annually and renewable for up to two years.
- C. Ad hoc work that does not have a clear beginning and end, should be established as a Standing Committee.

## Section 9 – Regular Meetings (RS)

- A. Committee meetings will be scheduled as necessary.
- B. Training may occur during or outside of regular meetings of the committee.
- C. Committee chairs and members will decide on the number of meetings per year and other such items related to the infrastructure of the committee.

## Section 10 – Special Meetings (RL)

- A. Special meetings may be called at any time by the Committee Chair, in concurrence with the 4-H YDP personnel.
- B. No meetings to conduct 4-H business at any level may be conducted in secret, and without the knowledge and consent of 4-H YDP personnel.

#### Section 11 – Agendas (RL)

The agenda of each regular or special meeting of the committee shall be prepared by the Committee Chair in collaboration with the 4-H YDP personnel

#### Section 12 – Attendance (RL)

- A. Committee meetings are only open to committee members, ex-officio members and those invited to participate who have a specific contribution to make to the proceedings.
- B. No meetings of the committee or its sub committees shall be secret.

#### Section 13 – Voting Members (RL)

- A. Committee members each have one vote on committee business.
- B. Committees may determine their decision-making process. They may choose to use consensus to make decisions or Democratic Rules of Order.

### Article VIII Finances (RS)

#### Section 1 – 4-H Youth Development Funds (RL)

- A. Use of 4-H funds must be in accordance with the University of California and 4-H YDP policies and 4-H YDP mission and core values as interpreted by the 4-H YDP personnel. The county UCCE/4-H office will be the legal mailing address for the county 4-H YDMB.

#### Section 2 – Money-Raising Activities (RL)

- A. All money-raising and in-kind donation activities for the 4-H YDP, for sub-committees and for individual 4-H units shall be in compliance with the policies of the University of California, 4-H YDP and federal, state and local laws and regulations. All fundraising activities must be approved by the county director or their designee. Particular care shall be exercised in the use of the 4-H name and emblem. Use of the 4-H name and emblem on articles sold for profit and in



solicitations for commercial enterprises in the name of the 4-H YDP must be approved by the county director or Statewide 4-H Director, as appropriate. Lotteries, raffles and other games of chance shall not be used for fundraising purposes.

### Section 3 – Contracts (RL)

- A. The 4-H YDMB cannot commit the University to any contractual obligations. All funding proposals and goods and services requiring contracts must be processed in accordance with University policies and approved by the county director.

### Section 4 – Assets (RL)

- A. Assets received or raised by the 4-H YDMB must be utilized in the delivery of the county 4-H YDP in a timely fashion and are under the administrative purview and responsibility of the University of California. Investments must follow University of California and 4-H YDP policies and procedures and be approved by the county director.

### Section 5 – Dissolution of the 4-H YDMB (RL)

- A. In the event the 4-H YDMB is dissolved, all assets (including equipment, property, bank accounts, etc.) are the responsibility of the University of California and shall be transferred to the county director. The county director will hold any unrestricted assets in escrow for up to three (3) years pending re-establishment of the YDMB and may distribute the assets for support of the county 4-H YDP. Restricted assets would continue to be dispersed according to donor designations under the oversight of the county director. The county 4-H YDMB Executive Team will notify the 4-H YDP personnel who will submit a Request for Unit Change Form to the State 4-H Office at the time the 4-H YDMB votes to dissolve.

### Section 6 – Disbanding of 4-H Units (RL)

- A. In the event a chartered 4-H unit is disbanded, all assets (including equipment, property, bank accounts, etc.) shall be transferred to the county 4-H YDMB to be held in escrow for three (3) years pending re-establishment of the unit before distributing the assets for support of the county 4-H YDP.

Article X  
Adoption (RS)

Section 1 – Adoption (RL)

A. The adoption of these Bylaws shall be concurrent with the adoption of the Constitution of the 4-H YDMB. The effective date shall be upon the approval of the YDMB and that date shall be stamped on each page of the Bylaws.

PRINT NAME	SIGNATURE	DATE
_____ Executive Team Member *4-H Adult Volunteer	_____	_____
_____ Executive Team Member *4-H Adult Volunteer	_____	_____
_____ Executive Team Member *Youth	_____	_____
_____ Executive Team Member *Youth	_____	_____
_____ Community Education Specialist	_____	_____
_____ 4-H/YFC Advisor	_____	_____
_____ County Director	_____	_____
_____ Statewide 4-H Director	_____	_____

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